



Claims Technician

Department: Risk Management

Class Code: 1813

EEO Code: 26

FLSA: N

Effective: 03/06/1991

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty providing office support for the Department of Risk Management; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only)

Enters claims data on automated system and verifies information;
Processes medical only subrogation claims and daily check requests;
Compiles monthly reports and ensures proper distribution;
Prepares statistical reports;
Solicits information from departments concerning claims and billing data from medical providers;
Assists other staff members, to include updating files, typing and forwarding legal agreements;
Performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of workers' compensation benefits; of preparing reports; of legal terminology. Skill in applying the principles of workers' compensation as they relate to benefits; in compiling reports; in typing and filing.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a high school diploma and one (1) year experience working in the insurance field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
